



General Faculties Council
Executive Committee
Approved Minutes

Monday, June 06, 2011
3-15, University Hall
2:00 pm – 4:00 pm

ATTENDEES:

Carl Amrhein – Chair (Delegate), Gerry Kendal, Emerson Csorba, Nima Yousefi Moghaddam, Ed Blackburn, Lee Livingstone, Fay Fletcher, Sandra Davidge, Ingrid Johnston, Anita Molzahn, Duane Szafron, Garry Bodnar (Coordinator), Deborah Holloway (Scribe)

PRESENTERS AND GUESTS:

Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee
Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)
Elaine Geddes, Vice-Chair, GFC Academic Standards Committee, and Associate Dean (Undergraduate Programs), Alberta School of Business
Bob Luth, Provost's Fellow and Associate Chair, Department of Earth and Atmospheric Sciences

OPENING SESSION

1. Approval of the Agenda

Materials before members are contained in the official meeting file.

Members agreed to the Agenda as presented.

2. Approval of the Minutes of May 2, 2011

Materials before members are contained in the official meeting file.

Motion: Davidge/Molzahn

THAT the GFC Executive Committee approve the Minutes of May 2, 2011.

CARRIED

3. Comments from the Chair (no documents)

The Provost provided comments of interest to members. He acknowledged and thanked outgoing Committee members Dru Marshall, Fay Fletcher, Sandra Davidge, and Duane Szafron and welcomed Emerson Csorba to his first GFC Executive Committee meeting.

ACTION ITEMS

4. Proposed Revisions to the Membership (Terms of Reference) of the GFC Committee on the Learning Environment (CLE)

Materials before members are contained in the official meeting file.

Presenter: Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee (and Co-Chair, GFC Committee on the Learning Environment)

Purpose of the Proposal: To revise the Terms of Reference of the GFC Committee on the Learning Environment (CLE)—specifically, the membership—to reduce the requirement for service by Major Teaching Award Recipients from “at least one” to “one” and to add two Associate Deans or Associate Chairs, Teaching and Learning (or equivalent).

Discussion:

The Chair introduced the item, noting challenges were encountered in filling positions on GFC CLE this year, with both Major Teaching Award Recipients places left vacant. An Associate Dean (Teaching and Learning) has been regularly attending GFC CLE as an observer. GFC CLE members have discussed, and expressed support for, removing from the Committee’s composition one Major Teaching Award Recipient and adding two Associate Deans or Associate Chairs of Teaching and Learning (or equivalent).

During the ensuing discussion, the presenter addressed questions and comments from members regarding the following matters: concerns regarding the dilution of representation from ‘rank and file’ academic members; and clarity was sought regarding who retains the authority to make appointments to the Committee. In addition, there was discussion on how the two Associate Deans or Associate Chairs of Teaching and Learning (or their equivalent) would be appointed or elected to serve on GFC CLE. The GFC Executive Committee Coordinator suggested, and the Chair and members agreed, that it would be appropriate for these individuals to be appointed by the Co-Chair of GFC CLE in consultation with the Chair of the GFC Nominating Committee. Further, to provide clarity on the means by which the staff member holding a major teaching award would be appointed to serve on GFC CLE, members again agreed that this individual be appointed by the Co-Chair of the Committee in consultation with the Chair of the GFC Nominating Committee.

Motion: Blackburn/Molzahn

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed revisions to the membership (Terms of Reference) of the GFC Committee on the Learning Environment (CLE), as submitted by the Vice-Provost (Academic) and as set forth in Attachment 1 (as amended), to take effect upon final approval.

CARRIED

5. Recording Lectures and Changes to Section 61.3 (Marking and Grading Guidelines) of the GFC Policy Manual and Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar

Materials before members are contained in the official meeting file.

Presenters: Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic); and Elaine Geddes, Vice-Chair, GFC Academic Standards Committee, and Associate Dean (Undergraduate Programs), Alberta School of Business

Purpose of the Proposal: The addition of a required statement in course outlines detailing the requirement

for permission from an instructor in order to create an audio or video recording of a lecture.

Discussion:

Ms Brough presented the item, noting the extensive consultative route. She reported that the implement plan includes the following three components:

- Stating the rule in the *Calendar* and course outlines
- Development of resources that would include a website, frequently asked questions, and scenario-based examples
- Compliance: the GFC Campus Law Review Committee (CLRC) will begin to address this component in the Fall of 2011

During the ensuing discussion, the presenters addressed questions and comments from members regarding the following matters: obligations under the Copyright Act; whether students who are involved in classroom recordings would be required to provide their permission as well as the instructor; whether there would be a distinction between material that may be recorded and material that may not be recorded; whether the proposal would represent a barrier to international students; and whether there would be an impact on approved accommodation plans.

Motion: Moghaddam/Kendal

THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to Section 61.3 (Marking and Grading Guidelines) of the GFC Policy Manual and Section 23.4 (Evaluation Procedures and Grading System) of the *University Calendar*, as submitted by the Vice-Provost and Associate Vice-President (Information Technology) and as set forth in Attachment 1, to be effective upon approval.

CARRIED

6. Draft Agenda for the June 20, 2011 Meeting of General Faculties Council (GFC)

Materials before members are contained in the official meeting file.

Presenter: Carl Amrhein, Provost and Vice-President (Academic) and Chair, GFC Executive Committee

Purpose of the Proposal: For approval.

Discussion:

The Chair reported that, at this time, there appeared to be no pressing business for the June 20, 2011 meeting and suggested the cancellation of that meeting. Members concurred and agreed the meeting should be cancelled. [Subsequent to the meeting, the concurrence of the President and Chair of General Faculties Council (GFC), Dr Indira Samarasekera, to cancel the June 20, 2011 meeting of GFC was obtained.]

Motion: Szafron/Fletcher

THAT the GFC Executive Committee approve the cancellation of the June 20, 2011 Meeting of General Faculties Council (GFC).

CARRIED

DISCUSSION ITEMS

7. Assessment and Grading at the University of Alberta: Update on Initiative and Draft Policy Suite

Materials before members are contained in the official meeting file.

Presenter: Bob Luth, Provost's Fellow and Associate Chair, Department of Earth and Atmospheric Sciences

Purpose of the Proposal: For discussion and feedback on the initial draft of the proposed Assessment Policy and related Procedures and *University Calendar* modifications.

Discussion:

Dr Luth presented the item, noting that the draft Policy Suite before members is at the beginning of a process that will be iterative. He asked for and received the consensus of the members that the draft Policy Suite is an appropriate base for soliciting feedback from the wider University community over the summer and agreement that the current version could be shared widely.

During the ensuing discussion, the presenter addressed questions and comments from members regarding the following matters: various models of grading and assessment; examples of practices and outcomes at other post-secondary institutions; and the question of who has the authority to address instructors whose grading practices are clearly anomalies.

8. Question Period

There were no questions.

INFORMATION ITEMS

9. Items Approved by the GFC Executive Committee by E-Mail Ballots

There were no items.

10. Information Items Forwarded to Committee Members Between Meetings

There were no items.

CLOSING SESSION

11. Adjournment

The Chair adjourned the meeting at 3:25 pm.